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MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **OFFICE CHIEF, COOPERATIVE AGREEMENTS**

SALARY: **\$8955 - \$9878**

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **MARCH 3, 2010**

DUTIES/RESPONSIBILITIES

Under the general direction of the Assistant Division Chief, Division of Design, the Supervising Transportation Engineer is responsible for assuring the timely and effective processing of statewide cooperative agreements through headquarters division of Design, Legal and Accounting for recommending and developing policy on Cooperative Agreement process and procedures; developing of guidance, tools and training relative to cooperative agreements; using continuous improvement processes to reflect changing needs; and to ensure District compliance with approved policies, procedures and standards. Responsibilities include, but are not limited to:

- Develops, maintains, and evaluates statewide policy, procedures and standards relating to the Cooperative Agreement process. Coordinates with the Districts and Headquarters (HQ) Division for consistency with the project development process.

- Develops and maintains the tools used in the cooperative agreement process, including software, manuals, pre-approved cooperative agreement formats, training and guidance materials.
- Plans and manages the work of staff who are responsible for the coordinated HQ review and approval of statewide cooperative agreements, maintenance of document tracking database, reporting appropriate performance information, and development and implementation of the guidance, tools and training for cooperative agreements.
- Coordinates resolution of issues generated by statewide cooperative agreements. Involves cooperation with districts and HQ division of Legal, Accounting and other functional units, as necessary, to assure an executable agreement.
- Serves on task forces and other special projects, as necessary.
- Assists in review, approval, and execution of statewide cooperative agreements during workload peaks.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of transportation engineering experience as a senior level engineer in the California state service.

Or II

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. **and**

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

Or III

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete, comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated ability to meet the goals and objectives of the Department's mission statement and the strategic plan.
- Demonstrated ability to exercise good judgement and apply laws, policies and practices in developing balanced solutions that accomplish the needs of the projects and serve the best interest of the State.
- Demonstrated knowledge of the roles, processes and deliverables of responsible divisions in Project Delivery, Legal, Finance, Planning, and Maintenance and Operations relating to the development of transportation projects.
- Demonstrated ability to work with minimum direction and supervision, to initiate action independently, to handle multiple assignments simultaneously, to learn new tasks quickly with little or no formal training, and be responsive to customers and management policy.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes, successful application of motivational and negotiating skills, and effective oral presentation and written communication skills.
- Demonstrated ability to establish and maintain cooperative working relationships with state, federal and local agencies, industry advocacy groups, and the business community.
- Demonstrated ability to manage and lead a diverse workforce toward a common goal.
- Demonstrated understanding of the manager's role in safety, health, personnel management, labor relations and the Department's Equal Employment Opportunity objectives.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) that includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 10MSP03**.
- No faxed or emailed applications will be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **MARCH 3, 2010**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Liz Ochoa (10MSP03)
1727 30th Street, MS-86
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.